



REGENT PREPARATORY SCHOOL
— OF OKLAHOMA —
A CLASSICAL CHRISTIAN EDUCATION

2013-2014
Secondary School
Student Handbook

TABLE OF CONTENTS

Welcome

Our Name	3
Our Motto	3
Our Mission	3
Our Method	3

Attendance

Arrival	4
Morning Devotions and Chapel	4
Lunch	4
Electronics	5
Dismissal	5
Automobile Safety	6
Absences:	6
Appointments	6
Make-up Work	6
Illness and Permission to Leave School	6
"No School" Announcements	6
Tardiness	7
Student Search and Seizure	7

Decorum

Student Conduct Code	7
Disciplinary Measures	8

Standards and Procedures

Admission	7
Dress Code	9
Girls' Uniform Requirements	9
Boys' Uniform Requirements	10
Campus and Classroom Visits	11
Contacting Faculty Members	11
Candy, Gum, and Soft Drinks	11
Field Trips	11
Fire and Severe Weather	11
Gifts to Faculty	12
Library	12
Lost and Found	12
Medication	13
Offices	13
Office Equipment	13
Textbooks and Supplies	13

Student Activities and Support

Communication	13
Special Events	13
Extracurricular Activities	14
Grandparents' Day	14

Parents Council	14
Prayer	14
RamShop School Store	14
Student Service Philosophy.....	14

Academics

Curriculum	14
Grading System.....	16
Academic Progress.....	16
Academic Probation	17

Physical Education

Participation	17
Athletics Policy/Sportsmanship.....	18

Financial Information

Tuition Schedule	19
Tuition Assistance/Scholarships	20
Medical Expenses	20

Annual Asbestos Notification

20

Addendum

Statement.....	20
----------------	----

REGENT PREPARATORY SCHOOL OF OKLAHOMA

WELCOME

Welcome to Regent Preparatory School of Oklahoma. We are excited about the new year. Please read the following information regarding school policies, so that together we can have an effective learning experience.

OUR NAME

The dictionary defines a **regent** as “one who rules or administers during the absence of a sovereign.” God made man in His image and gave him dominion over all of the earth. As believers in the Lord Jesus Christ, we are in active service until our Sovereign returns. We seek to be Christ-like and to be good stewards of all that He has entrusted to us. Stewardship includes educating our children by equipping their minds, sharpening their abilities, and developing their talents that they might also serve Him as regents.

OUR MOTTO

The Latin phrase **Fidelis Veritati** is our motto. It is translated “faithful to the truth.” Psalm 117:2 states “The truth of the Lord endures forever.” The timeless, unchanging truth of Scripture is the foundation upon which a Regent education is built.

OUR MISSION

The mission of Regent Preparatory School of Oklahoma is to provide academically able students with a challenging educational experience designed to help them know, love, and practice that which is true, good, and beautiful and to prepare them to live purposefully and intelligently in the service of God and man.

OUR METHOD

The School offers its students an education that is both classical and Christian. It is classical in that it draws deeply on the rich heritage of Western civilization and culture; it is Christian in that it recognizes the Bible as the final authority in matters of life and thought.

The School offers a rich humanities and arts curriculum that merges the study of literature and the arts with the study of history and geography. Students will understand the present and gain perspective on the future through knowledge of the past. By studying those who have gone before, students are warned of evil and error and challenged to live virtuously and nobly. By evaluating the writings of outstanding thinkers from the past and present, they learn to think critically and biblically. And through exposure to literature and art, they are encouraged to express themselves creatively.

The School offers a mathematics and science curriculum that enables students to participate knowledgeably in the scientific and technological discussion of the modern world. From the early grades, the mathematics curriculum emphasizes real-life applications while simultaneously encouraging mastery of the concepts and skills that form the foundation of advanced study. The science curriculum provides students with a solid understanding of the world in which they live by offering direct, hands-on encounters with the wonders and laws of God’s creation.

The School offers a physical education program that involves students in a variety of physical activities and sports designed to develop their physical fitness, athletic skills, and character. The School also offers additional opportunities for learning in areas not covered by the traditional academic disciplines.

The School offers a nurturing community in which students are respected as unique individuals created in the image of God, each with special abilities and needs. Classes are small so that each student receives individual attention and has

abundant opportunity to participate and lead. Students are taught by skilled and knowledgeable teachers who love children and are dedicated to helping them realize their highest potential—spiritual, intellectual, physical, social, and creative.

The School offers an environment in which its students can develop sound intellectual, spiritual, moral, and physical habits. The School believes that the best foundation for a responsible and joyful life is the early development of a disciplined lifestyle in the context of a relationship with Jesus Christ.

ATTENDANCE

ARRIVAL

Drop off begins at 7:55 a.m. The school day begins at 8:15 a.m. Each student should be sitting at his desk ready to work at this time. **The student is considered tardy after 8:15 a.m.** A smooth beginning sets the tone for a student's effectiveness throughout that day. To assure student safety at morning carpool, students are not to be released from their cars until the teacher on morning duty is present.

MORNING DEVOTIONS AND CHAPEL

Monday through Wednesday, the first twenty minutes of the day are spent in Spiritual Formation, theology, discussion, and prayer. The Secondary School studies God's Word and His Ways. Students will study Biblical Ethics, Old Testament, New Testament, Systematic Theology, Apologetics, and Church History.

The School holds a thirty-minute chapel each week for students in the Grammar School and the Secondary School. It is intended to be an opportunity for the School family to meet together for worshipful commitment to the Lord.

Students should:

- enter quietly and be seated promptly;
- maintain a reverent and respectful attitude, recognizing that this is a place of worship;
- realize that every speaker is entitled to courteous attention at all times;
- participate in singing, responsive reading, and prayer.

Secondary School students also attend a chapel service once each month that is designed for older ages. Information concerning these chapel services will be communicated in the Monday Memo.

LUNCH AND SNACKS

Students bring their lunches to school or participate in the hot lunch program every day. Students are expected to use good manners and appropriate voice levels at lunch. Secondary School students may choose to eat outside (always encouraged) or in the cafeteria. Each student is responsible for cleaning his lunch area.

Family members and visitors are encouraged to join us for lunch. No special arrangements need to be made.

Snacks are limited to the designated time between second and third hour. Snacks are to be consumed during that period and are not to be taken into the classroom during the following academic period. High school students are allowed a bit more freedom with regard to food. The lounge is a place where periodic snacks are placed for the enjoyment of all. These snacks, however, are limited to passing periods and are not to be eaten during class time. Other than these special occasions, the class time is to be used on academic activities without the presence of food.

Students are expected to keep the lounge and hallways free of food and trash. Thursday mornings are reserved for bagel break, a special time of food and fellowship. This privilege will continue as long as students maintain a clean and organized lounge and hallway.

ELECTRONICS

Regent believes strongly in the teacher/pupil relationship. The computer should not replace the teacher and is viewed only as a tool to assist the student in his/her education. Beginning in Class 9, students are issued a laptop computer. The laptop remains the property of Regent and students are required to have insurance on the laptop before it is issued to them. Any damage to the laptop is the responsibility of the student. Students are also required to sign a user agreement and have it on file in the school office.

The laptop is to be used for schoolwork during the school day. Games are not to be played during the school day. Social networking sites are not to be visited during the day. Parents are required to partner with the school and set up parameters for laptop usage at home and school through the provided Covenant Eyes program. Any student found using the laptop for questionable activity or to visit inappropriate websites risks losing computer privileges. Regent reserves the right to check individual laptop history or to view a student's activity while on campus through the IT support software.

Cell phones must remain off during the school day. Students may not use phones to text, take pictures, or talk during school hours (8:15 a.m.-2:30 p.m. or 3:15 p.m.), depending on grade level. Failure to follow these guidelines will result in confiscation of the phone for the day, the week, or the entire school year.

DISMISSAL

Classes 7-8 are dismissed at 2:30 p.m. Monday through Friday.

Classes 9 and above are dismissed at 3:15 p.m. Monday through Thursday and at 2:30 p.m. on Friday.

The School provides supervision of students for only fifteen minutes past the dismissal time.

AUTOMOBILE SAFETY

- Follow the striping on the parking lot and be aware of children moving toward pick-up positions.
- Use pick-up and drop-off zones. Do not create your own.
- The crosswalk is available during busy traffic pick-up/drop-off lines.
- Do not talk on cell phone while in line
- **DO NOT** leave your car or young children unattended.
- **NEVER** leave the engine running unless you are in your car.

STUDENT DRIVING

- Student drivers must complete a driver registration form in the School office and park in designated student parking areas (blue parking spaces), if available.
- A student leaving campus during the school day must sign out in the School office with parental permission via a phone call or written note from parents.
- The speed limit in the school parking lot is five miles per hour.
- Students who are not siblings of the driver must provide the School office with written permission from a parent before leaving campus with a student driver.
- Students may not congregate around cars before, during, or after school.
- Students drivers are expected to drive responsibly and courteously. Failure to do so will result in loss of this privilege.
- Students may not drive other students on field trips or other school activities such as sporting events.
- Students and all drivers may not use cell phones while in car (talking or texting). Students will lose driving and phone privileges if caught doing so.
- **STUDENTS, please do not block drop-off and pick-up areas.**

OPEN/CLOSED CAMPUS

Regent is a closed campus. Students are not permitted to leave campus for lunch except by an invitation from an adult. Students leaving for other reasons must check out at the receptionist desk.

ABSENCES

Recognizing the importance of family activities, the school encourages families to spend time together and to plan trips and special family getaways during the scheduled school holidays (fall recess, Thanksgiving, Christmas, spring recess, and summer). A student's absence during the school year causes additional strain on the child, the family, and the teacher. In an effort to define this issue further, absences are addressed in the following manner:

- Excessive absences may result in expulsion from school because of the failure to recognize the importance and covenantal responsibilities associated with school attendance.
- In the event of excessive absences a conference will be called with the Secondary School Dean to discuss the effects of the absences on the student, his classmates, and the teacher(s). Because of the strong correlation between attendance and achievement, students in excess of twenty absences per year or seven absences per quarter may receive no credit for the course and/or lose the privilege of attending Regent the following year. Extenuating circumstances will be considered by the administration.

MAKE-UP WORK

Students who schedule absences may request work one week in advance and should return to class having completed the work and ready to join the other students in their current studies. Parents may be asked to copy the needed materials for their child in the event the teacher is unable to accomplish this task in a timely fashion.

In the Secondary School, a missed test or quiz as a result of an absence can be administered at the teacher's convenience during the first five days after the student's return. No credit will be lost in these cases. Any other assignments due during the absence are required within five days of the student's return. A letter grade will be subtracted from the grade for each day the assignment is late beginning with the second full day after the absence. For assignments given during the absence, the student will be given a reasonable period of time to complete them, determined by the teacher.

Absences are noted in each student's permanent record and absences resulting in poor academic achievement will be discussed with the student's parents and may result in additional action.

APPOINTMENTS

Leaving for appointments during the school day is discouraged. Appointments with doctors and dentists should be scheduled for after school hours whenever possible. Please do not schedule appointments during regular academic or physical education periods. **If an appointment during school hours cannot be avoided, the student should bring the teacher a note signed by a parent requesting permission for the student to be excused from class. A parent should not interrupt a class to retrieve a child. Office personnel will handle summoning a student to meet a parent. Student drivers must sign in and out, (along with parental permission).** All students should be signed out and back in at reception desk.

ILLNESS AND PERMISSION TO LEAVE SCHOOL

If a student is unable to attend school because of illness, a parent should leave a message at the School office or in the teacher's voicemail by 8:15 a.m. on the day on which the student will be absent.

Permission to leave school because of illness is granted by a teacher or the School nurse. Students who are ill should remain in the nurse's office until the parent arrives.

Students arriving or leaving the campus during the school day must sign in or out (along with parental permission) at the reception desk.

"NO SCHOOL" ANNOUNCEMENTS

Typically, Regent will not conduct school if Tulsa Public Schools are closed for bad weather. However, circumstances do arise under which Regent's decision will not follow TPS. During hazardous weather conditions, school closing announcements can be heard on television channels 2, 6, 8, and Fox Channel 5, and on radio station KRMG (AM

740/FM 102.3). Parents may also check the Regent website for closing information.

TARDINESS

If a student is late for reasons beyond his control, a parent should send a note or escort student into school with a simple explanation. The student should check in at the office and receive a Notice of Late Arrival before going to class. If the student is late more than three times during a quarter, communication will take place with parent to rectify the problem. Please remember, students who are late detract from the learning environment for all students in the class. They also miss valuable time needed to transition effectively into their school day. Students are dependent upon the driver to get them to school on time.

STUDENT SEARCH AND SEIZURE

The administration recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search and seizure of students, their property, cars, or their lockers by school officials.

The search is reasonable if it meets both the following criteria:

- The action is justified at the outset, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule and/or criminal violation.
- The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Lockers are the property of Regent and may be searched at any time. Backpacks may be searched if the school has reasonable cause.

STANDARDS AND PROCEDURES

ADMISSION

Regent Preparatory School of Oklahoma admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletic programs, and other school-administered programs.

The School reserves the right to deny admission to a student if his ability, behavior, or emotional development indicates that he may not be best served by our school program. Testing for readiness for the student's entrance grade is required before acceptance.

GENERAL DECORUM

We agree that we will live the life Christ has given to us with a due sense of responsibility, not as those who do not know the meaning of life, but as those who do (Eph 5:15).

We will consider the teachings of the Bible as the ultimate authority in all matters of life (2 Tim 3:16).

We will demonstrate good stewardship of all of the resources God has given to us; our minds, our gifts, the English language, school books, lockers and other school property, etc...

- There will be no cheating on academic assignments or exams. Cheating is defined "deceiving or acting dishonestly." As it relates to academics, cheating will include borrowing answers from other students on assignments or exams that are to be completed by each student individually. When assignments are given and are designated as group projects or 'work together' assignments, sharing answers is permitted. Copying

answers from others' tests, worksheets, or papers is not permitted. A student caught cheating will receive a '0.' Subsequent instances of cheating will be dealt with harshly, including possible suspension.

- Plagiarism is not allowed. Plagiarism is defined as "using or passing off as one's own, the ideas or writings of another." In cases where plagiarism is obvious, teachers will talk with students and parents about the mistake. Subsequent instances of plagiarism will result in a '0' and will possibly include other consequences.
- Cheating and plagiarism reflect dishonesty and a lack of integrity (along with laziness). These activities are not acceptable and do not represent a biblical view of learning.
- The dress code guidelines will be upheld by all students and faculty members. Regent's philosophy includes "modest and tasteful" guidelines relative to students' appearance. The uniform is one mechanism to assist in this area. The guidelines call for students to keep shirts tucked in, shoes on, and uniforms in clean, presentable condition.
- Preparation for each class is expected. Students should arrive at each class session with all necessary materials. The poor habit of "returning to lockers after class begins" will not be allowed to develop. Students will simply go without the necessary materials. This includes papers or assignments that need to be printed. The assignments should already be printed and ready for submission at the time they are requested by the faculty member.
- Part of class preparation is being ON TIME. The habit of tardiness will not be allowed to develop. Students have ample time to move between classrooms and lockers are close in proximity. Students that are tardy run the risk of earning detentions for their lateness or being asked to sit outside the classroom, thereby missing out on important instruction time.
- Inappropriate behavior between students will not be allowed. Each student is asked to treat fellow students as individuals made in the image and likeness of God. This includes respectful speech and an attitude of inclusiveness. Infractions in this area will be handled on an individual basis, but may include detentions or school suspensions in serious cases.
- While it is normal and healthy to be attracted to the opposite sex, school is not the place for public displays of affection. Such displays call attention to the individuals and distract other students from their course work. Students are asked to refrain from physical expressions of intimacy while in school.
- Lockers are to be utilized for storage of personal items including textbooks, coats, and laptops. Locker decoration is limited to items used for school and photos of individuals the student knows personally. Students will store all items in the lockers. A special room will be designated for storage of athletic gear. There will be no items on the floor in front of the lockers.

General discipline and consequences

Students are asked to maintain a few basic guidelines:

- Do not be a distraction to other students' learning while in classrooms
- Maintain a locker area that is clean and free of trash (items must fit in lockers and not be placed on the floor in the hallway)
- Maintain acceptable grade point averages
- Show respect for all faculty members, peers, and any guests that are in the classroom
- Maintain a tasteful and modest appearance, including free dress days

Students failing to follow these guidelines put themselves in position to receive consequences. These can include, but are not limited to:

- Being excused for the remainder of a class period (missed work or discussion is the responsibility of the student)
- Lunch detention or lunch work detail (three of these then earn a work detention)
- Work detention (one hour of on-campus labor)
- Suspension
- Expulsion

In the case of detentions or more serious consequences, parents will be informed by the school administration.

DRESS CODE

Students are expected to be clean, well groomed, and neatly dressed in uniform whenever they are on campus. In accordance with the School's guiding principles, uniform regulations have been adopted which call for a tasteful and modest lifestyle.

- Non-regulation clothing may not be worn while in the classroom.*
- Hooded sweatshirts may not be worn in the classroom in Classes 7-8.
- Boys and girls must keep shirts tucked in.
- Girls' skirt hems should be no higher than three inches above the floor when kneeling.
- Students may wear watches that have alarm beepers. However, the beepers must be turned off at all times.
- Girls may wear a simple necklace, such as a pendant on a gold or silver chain (chokers are not permissible), a simple ring, a simple bracelet, and/or small stud earrings. Cloth, plastic, rubber, or leather jewelry is not allowed.
- Boys may wear a simple gold or silver chain with a pendant but must keep the chain and pendant under their shirts. Cloth, plastic, rubber, or leather jewelry is not allowed. No piercings or earrings permitted.
- Nail polish and cosmetics are not permitted for students in Classes 7-8. Girls in Classes 9-12 may wear a tasteful amount of cosmetics and a light color nail polish. Girls in 7-8 may wear modest amounts of cover-up when needed.
- Hair styles for both boys and girls should be in line with the objectives of being tasteful, modest, and well-groomed. No facial hair is permitted.
- Shoes must be worn on campus at all times.
- No logos, advertisements, or name brand identifications are allowed on uniform items, such as shirts, socks, or shoes.
- As a general rule, outerwear will not be permitted in the classroom.
- Students who are repeatedly in violation of the dress code will be sent home, or their parents will be called to bring the proper uniform to school. Detentions may also be assigned in these cases.

*Occasional opportunities for "relaxed dress" may be announced throughout the school year; guidelines for these days specify no flip-flops, no short shorts, and no tank tops. Students' attire should remain tasteful and modest.

GIRLS' UNIFORM REQUIREMENTS

Classes 7-8

- White oxford shirt with button-down collar
- Navy and white hound's-tooth skirt (C & J Uniforms)
- Khaki pants* (optional) – with brown belt (C & J Uniforms only) – see temperature guideline below
- White socks (min. 2" above shoe top); or white tights; white cable knit knee socks during cold weather.
- Black and white or navy and white saddle oxfords or saddle oxford tennis shoes, or white tennis shoes

- Navy v-neck vest for chapel—Classes 6-8 only (C & J Uniforms)
- Navy or white cardigan sweater (v-neck, no pockets) with or without Regent crest (optional) (C & J Uniforms or other of same style) may be worn in classroom
- Navy Regent sweatshirt or navy Regent fleece (optional) (no hooded sweatshirts or wind shirts in classroom)

Classes 9-12

- White, pastel blue, pastel pink, or pastel yellow oxford shirt with button-down collar
- Solid khaki or plaid skirt (hound's-tooth skirt acceptable but not preferred)
- Khaki pants* (optional) – with brown belt (C & J Uniforms only) – see temperature guideline below
- White socks (min. 2" above shoe top); or navy or white tights; white cable
- Brown shoes (closed toe and heel) - no tennis shoes
- Sweaters, sweatshirts, and jackets **must** be limited to the approved selections from C&J, Lands' End, the RamShop, or the online RamShop. These may include navy blazer, navy v-neck sweater vest, navy pull-over sweater, Regent Letter Jacket, Regent sweatshirt, Regent hooded sweatshirt, Regent fleece, or Regent jacket. Sweaters, sweatshirts, and jackets, distributed by the athletic department and approved by the Athletic Director may also be worn.
- Chapel/picture day/special events - white oxford shirt, khaki skirt, navy blazer, navy v-neck sweater vest, or navy pullover sweater

* When the temperature is reported to be 25 degrees or below on KRMG.com, between 6:00 a.m. and 8:00 a.m., female students (E-II through Class 12) have the option of wearing a uniform khaki pant (C & J Uniform only).

BOYS' UNIFORM REQUIREMENTS

Classes 7-8

- White oxford shirt with button-down collar, short or long sleeves
- Gray flannel pleated slacks or shorts (C & J Uniforms) or gray dress slacks (Lands' End under Regent approved school items)
- Navy blazer on Fridays for chapel (Classes 6-8 only) (C & J Uniforms or other)
- School-approved neck-tie for chapel (Classes 6-8 only) (C & J Uniforms or other)
- Navy crew neck or v-neck sweater, navy Regent sweatshirt, or navy Regent fleece (no hooded sweatshirts or wind shirts in classroom)
- Dark socks with long slacks
- White socks (minimum 2" above shoe top)
- Belt—black or brown leather
- Brown or black leather street shoes, brown or black leather deck shoes, or black athletic shoes with black laces, properly tied.
- Deck shoes with leather laces are not recommended, as they come untied easily. High-top tennis shoes are not allowed.
- Undershirts or t-shirts worn under uniform shirts must be plain white, without emblems, logos, writing, etc.

Classes 9-12

- White, blue pastel or yellow pastel oxford shirt with button down collar, preferably long-sleeve.
- Khaki pants or gray flannel pants (C & J Uniforms or similar color and styles)
- Brown or black shoes (closed-toe, closed-heel) - no tennis shoes
- Belt - brown or black leather
- Dark color socks
- Sweaters, sweatshirts, and jackets **must** be limited to the approved selections from C&J, Lands' End, the RamShop, or the online RamShop. These may include navy blazer, navy pull-over sweater, Regent Letter Jacket, Regent sweatshirt, Regent hooded sweatshirt, Regent fleece, or Regent jacket. Sweaters, sweatshirts,

and jackets, distributed by the athletic department and approved by the Athletic Director may also be worn.

- Neck-tie of choice (non-themed) tasteful pattern, stripe or solid - every day
- Chapel/picture day/special events – navy blazer, white oxford shirt, khaki pants, neck-tie.
- Undershirts or t-shirts worn under uniform shirts must be plain white, without emblems, logos, writing, etc.

Note: Regent letter jackets may not be worn in the classroom.

CAMPUS AND CLASSROOM VISITS

The School wants parents to feel welcome. They are valuable assets to Regent and to their children's education.

A parent who wishes to visit a student's classroom should call the office to check the schedule of available times. The School encourages parents to be involved in their child's education; however, frequent classroom interruptions can be a deterrent to a productive day. Please be aware of how your presence affects the classroom.

Parents and all other visitors to the campus must first sign in at the School office. If you have an appointment, the person who is expecting you will be notified or you will be escorted to a classroom. If you have no appointment, the office will attempt to accommodate your needs. All visitors are asked to respect the privacy of faculty and staff, as well as the general academic atmosphere. At no time is an unexpected visitor to interrupt a class in session.

CONTACTING FACULTY MEMBERS

Parents who would like to contact faculty may leave a message in the appropriate voicemail box or contact by email. Teachers will attempt to return calls within twenty-four hours. To respect the privacy of faculty members, please refrain from calling their homes unless they have indicated otherwise.

Students should exercise sufficient foresight and responsibility to acquire the necessary direction from faculty members during school hours. In the event students need to contact a faculty member after hours, they may use email or a personal phone number (if offered by the faculty member). Students and faculty may not engage students via Facebook or other social networking sites.

CANDY, GUM, AND SOFT DRINKS

Consumption of candy, gum, and carbonated drinks by students is not allowed during the school day. Exceptions may be made by administration.

FIELD TRIPS

Since not all learning takes place in the classroom, field trips are an important part of our educational program. Each class will participate in local field trips each year. These excursions are supervised by faculty members and parent volunteers. During field trips, parents are asked to supervise the students and keep order. Please refrain from bringing siblings, as this can greatly increase the number of children and consequently diminish the learning experience for the students enrolled in the class. Also, it is important that chaperones not be distracted by siblings.

Parents will be asked to sign a Parental Authorization Release Form at the beginning of the school year; the form will be kept in their child's file. Copies of these forms will accompany the teacher or driver on all field trips. On all trips, school uniforms will be required unless other dress is prescribed.

Parents of students with special medical needs (inhaler, medication, etc.) should consult with the teacher prior to the field trip to assure that the student's medical requirements are addressed. It may be necessary for the parent to accompany the child on the field to provide medical care.

Students are to represent the school favorably on all field trips, assuring our welcome return to places we visit. Fine behavior from our students will help to maintain these trips as part of our curriculum.

FIRE AND SEVERE WEATHER

Fire drills will be conducted regularly. They are essential for safety and order in case of an actual fire. The drill plan is posted in the office and in each room.

Occasionally the alarm system may malfunction. Students must always respond to an alarm as if it were an actual

emergency. The safety of our students and faculty is a serious matter; therefore, tampering with the alarm system is considered a serious disciplinary matter.

When the School receives warning that a tornado may be nearby, "Code Gray" is announced on the intercom and additional warnings are issued verbally. Students should immediately take cover in designated areas away from glass.

GIFTS TO FACULTY

Please refrain from purchasing gifts for teachers. If you desire to express gratitude, please write a note, give flowers or food, or donate a book to the library in the teacher's honor. You may also contribute to the Faculty Encouragement Fund at the beginning of each school year. This fund is used to provide Christmas gifts and other occasional expressions of appreciation throughout the year. If a student wishes to express appreciation or affection for the teacher, gifts of food items made by the child. Flowers, notes, and other handmade items are also appropriate.

Teachers' birthdays may be celebrated during the final few minutes of the school day and should not involve treats distributed to students. Typically, class moms serve a special lunch to a teacher celebrating a birthday. A book may also be donated to the library in honor of the teacher.

Christmas gifts for teachers are handled by the Faculty Encouragement Committee. Students may make gifts to express appreciation for the teacher's love and yearlong service, if they wish to do so.

LIBRARY

General Rules

- The library is open during school hours.
- Students may come to the library to read, study, or research.
- No food or drink is allowed in the library.
- No disruptive behavior is permitted.
- The atmosphere in the library must be peaceful and conducive to independent study.
- Students are responsible for all library materials they use or check out.
- Any student not following the library's rules will be asked to leave the library.
- Students should remember that classes are in session while they are visiting the library and they are to be quiet in the hallways.
- Younger siblings should be kept quiet in the hallways and in the library.

Procedures

The library is the center of academic life at Regent, a place for academic work, research, and recreational reading. All Regent students will visit the library each week to check out books. Students may also go to the library before school, during lunch, after school, and during class times with the permission of faculty. The library should have a quiet, academic atmosphere.

In addition to the library's main collection of books, there is a parenting resource section of books and videos. Most books are checked out for a two-week period. The current issues of magazines may not circulate. For overnight use, some reference materials may be checked out at the end of the day and returned in the morning.

Lost Books or Magazines

Students are responsible for the library materials used and checked out. If items are lost, current replacement prices will be charged.

LOST AND FOUND

Small articles found on campus (jewelry, keys, personal items) should be turned in to the school receptionist. Clothing, water bottles, lunch bags, etc. should be taken to the location designated for lost and found. (Please do not leave these items on or around the reception's desk.) Parents and students should check the lost and found items periodically for any missing items. Remember to clearly mark all clothing, book bags, and other personal articles. Items not claimed

within a reasonable time period will be donated to charity or offered for sale during the annual consignment sale at the end of the school year.

MEDICATION

If a student must take medication during the school day, the parent must make this request in writing.

- All medication brought to school must be delivered to the school nurse or other designated school employee and kept in a secure place. The medication must be properly labeled and in the original container.
- Prescription medication must be in a currently dated and labeled prescription bottle, with correct name of the patient, name of the physician, name of medication, and directions for administering. Prescription medication will be given according to physician orders.
- The school nurse should be informed of food allergies, sting reactions, asthmatic conditions, etc. and the appropriate medication should be supplied to the school for use in emergency situations.
- Non-prescription medicines should be provided by the parent and will be given according to package directions for age and dosage, unless accompanied by a note stating otherwise from student's physician.
- Students are not permitted to keep medication in their possession during school hours unless approved by the school nurse.
- A Medication Authorization form must be completed to accompany all medication and kept on file in the nurse's office.
- Immunizations are required as recommended by the Oklahoma State Department of Health and must be current prior to the first day of class.

OFFICES

Students should enter the reception area or the administrative offices to conduct business and leave promptly after their need is met. Only in special cases will a student be allowed to use a telephone in an office area.

The School receptionist will make an effort to transmit messages from parent to student **only in cases of emergency**. Due to the large volume of calls, it is not possible to provide this service for non-emergency calls. Messages regarding lunch delivery, changes in pick up, etc. are considered non-emergency.

A student should enter faculty areas only when accompanied by a staff or faculty member.

OFFICE EQUIPMENT

Parents are asked to use the School's telephones, copy machines, and computers for school business only. Students are not permitted to use the School's copy machines or office computers.

TEXTBOOKS AND SUPPLIES

Textbooks are issued at the beginning of the school year and at other times during the year as requested by the teacher. Students will be asked to replace or pay for any permanent textbooks, library books, and supplies if they are damaged or lost while in their possession. Fines are assessed for minor damage to school property.

In the Secondary School, the responsibility for purchasing all notebooks, pencils, paper, etc. becomes the student's.

STUDENT ACTIVITIES AND SUPPORT

COMMUNICATION

A student's successful experience at Regent depends upon open communication between the family and the School. This requires persistent effort on both sides combined with mutual trust and respect. When a problem or question arises, please pray about the issue and then attempt to discuss it with the appropriate faculty member. In the event of a potential conflict, Regent discourages use of email, but rather encourages a meeting by phone or in person. If a resolution is not reached, please feel free to appeal to the proper authority.

SPECIAL EVENTS

Families are welcome and encouraged to attend special events at school. Secondary School students do not require parental supervision.

EXTRACURRICULAR ACTIVITIES

To enrich the lives of the students, individuals with special expertise may be scheduled to offer classes at the School or other locations. Generally, these classes will be scheduled from 2:40 p.m. to 3:30 p.m. for Classes 7-8 and after 3:15 p.m. for high school students. Student participation is optional and the classes typically carry an additional fee. Parents of participating students may be asked to lend assistance or chaperone from time to time.

GRANDPARENTS' DAY

Grandparents' Day, held on the Friday before Thanksgiving, is a day on which we honor the grandparents and special friends of Regent families. The fall semester projects are on display and the students give recitations of poetry or scripture, enumerate historical speeches, and sing hymns or special songs. A reception follows the program. Secondary School students are required to attend and support the Regent program.

PARENTS COUNCIL

The Regent Parents Council is responsible for promoting the Mission and Philosophy of Regent Preparatory School by providing organization and leadership for the parent volunteer committees. The Council's objective is to build community between parents and faculty so that Regent may be an extension of the family. The five general areas of parent involvement include: the Parent Social Committee, the Student Activities Committee, the Spiritual Activities Committee, the School Administration Committee, and the Athletics Committee. Each of these areas includes several specific committee opportunities.

PRAYER

Mothers and fathers of Regent students meet regularly to pray for the faculty, families, and students, as well as the needs of the School. These informal prayer groups also assist Regent families in times of bereavement and crisis. The Monday Memo communicates the meeting times, dates, and agendas.

RAMSHOP SCHOOL STORE

Numerous Regent items may be purchased from the RamShop. Many items sold in the store are for recreational use and are not appropriate for the classroom. Store personnel will assist parents with these distinctions. Please be aware that use of the Regent logo is not allowed on items other than those authorized in the store.

STUDENT SERVICE PHILOSOPHY

Students at Regent are responsible, along with other members of the School community, for maintaining and protecting the campus environment. They are expected to lend a hand toward the physical upkeep of the School. They may also be asked to work with a teacher or staff member in a regularly assigned job such as library or teacher aide.

Students should attend to their assigned service promptly and agreeably. Effort will be made to ensure that the demands of all service jobs are roughly equal.

The goal of the student service program is to foster a cooperative spirit among students and to provide opportunities for personal satisfaction in a job well done. The entire School population will benefit from the maintenance of a clean and orderly environment, a savings in operating expenses, and the students' acceptance of responsibility for school programs and facilities.

ACADEMIC REQUIREMENTS AND CREDITS

Programs of Study for Class 7

<u>Academic Discipline</u>	<u>Periods per week</u>
English	6
Mathematics/Algebra	5
Earth Science	4
History/Geography	4
Medieval, Renaissance, Reformation periods	
Latin	3

Art	1
Logic	2
Physical Education, elective, and/or study hall	5

Programs of Study for Class 8

<u>Academic Discipline</u>	<u>Periods per week</u>
English	6
Mathematics/Algebra	5
Physical Science and Chemistry	4
History/Geography	4
Modern era, American	
Latin	4
Art	1
Logic	2
Physical Education, elective, and/or study hall	4

Programs of Study for Classes 9—12

<u>Academic Discipline</u>	<u>Periods per week</u>
Humanities (English, History, Literature, Comp.)	10
Mathematics	5
Foreign Language	5
Science	5
Liberal Arts, Rhetoric	3
Study Hall	2
Electives	4

Minimum Graduation Requirements

English and Literature	4 credits (1/2 of humanities core)
History and Government	4 credits (1/2 of humanities core)
Mathematics and Science	7 credits minimum
Math	3 or 4 credits (Algebra I*, Geometry, Algebra II required)
Science	3 or 4 credits (Biology, Chemistry, Physics required)
Foreign Language	3 credits (1 credit of classical language required; Regent waiver**)
Liberal Arts	2 credits (Rhetoric I, II, Apologetics, Thesis)
Fine Arts	1 credit
Physical Education	1 credit
Other	1 credit (including .5 Oklahoma History)
Total	23 credits

*Students who passed Algebra I at Regent in Class 8 will be granted a high school math credit. The grade will not be factored in the GPA.

**Students who passed Latin I in Class 8 will be granted a high school classical language waiver.

Diploma Distinctions

Regent's diploma requirements acknowledge that even within a serious college preparatory environment, there is a need for some students to achieve at a higher academic level. All students are enrolled automatically in the Advanced Diploma program, requiring 23 credits.

Students who complete 25 credits, including four or more credits in math, four or more credits in science, and four years of the same foreign language will receive the Regent Distinguished Scholar designation upon graduation.

Academic honors are denoted by Latin phrases which are used to indicate the level of academic distinction with which an academic degree is earned. Regent diploma honors are awarded based on cumulative weighted GPA, as follows:

Summa Cum Laude-- "with highest honor": GPA = 3.9 and above

Magna Cum Laude—"with high honor": GPA = 3.7 – 3.89

Cum Laude – "with honor": GPA = 3.25 – 3.69

School of Rhetoric PE Credit

In order to graduate from Regent, each student is required to complete one (1) unit of Physical Education/Wellness. This requirement may be fulfilled in one of the following ways:

- By completing two semesters of PE/wellness elective (.5 credit each semester)
- By participating in four complete seasons of any Regent varsity sport throughout four years of high school (.25 credit per athletic season)
- By participating in one semester of PE/Wellness and two complete seasons of any Regent varsity sport
- By documenting participation in a varsity level or competitive sport which is not currently offered at Regent (.25 credit per season). Student must provide a signed letter, preferably on letterhead and from the coach or supervisor of the sport, documenting that the student has devoted at least 6 hours per week over the course of an athletic season (approximately 9 weeks). The student should provide one letter for each .25 credit being sought. Examples of sports which have been granted PE credit in the past are: Crew, Ballet, Competitive Dance, Soccer, and Cross Country Running. As a greater variety of sports are offered at the high school level, some of these options may no longer be eligible for credit. Four such documented activities (1/4 credit each) constitute one full credit.

Grading Scale

The grading scale is as follows:

<u>Percentile</u>	<u>Points</u>
A+	97–100
A	93–96
A-	90–92
B+	87–89
B	83–86
B-	80–82
C+	77–79
C	73–76
C-	70–72

D	60–69	1.00
F	< 60	0.00

Grade point averages are calculated utilizing standard quality point calculations. Honors level coursework begins with academic core classes in the junior year and is awarded a .5 credit weighting. AP level courses, also available in the junior and senior years, are awarded a 1.0 credit weighting.

Transfer credit

Students transferring to Regent from other schools or from home school are asked to provide a transcript of courses taken, as well as course descriptions. Credit toward graduation will then be awarded on an individual basis; however, the transferred grades will not be reflected in the Regent GPA. If a course taken elsewhere is required as a pre-requisite for a Regent course, Regent must receive the transcript showing the transfer work is completed and passed before the student enters the course at Regent. On occasion, Regent may choose to administer a proficiency test.

Credit by Examination

On rare occasions, a student may be allowed to “test out” of a course. In order to do this and receive credit towards graduation, the student must:

- Be pre-approved by a Regent faculty and/or Academic Advisor to sit for the test.
- Pass the test, which is often the final exam for the class, with a score of 80% or above.

The passed course will then be reflected on the final Regent transcript; however, no quality points will be awarded, nor will the grade be factored into cumulative weighted GPA.

Concurrent enrollment

Seniors may find themselves in a situation whereby they can fulfill minimum graduation requirements at the end of fourth period. In these circumstances, they will be allowed to pursue concurrent enrollment in local colleges in order to advance their academic enrichment and/or gain college credit. Approved courses may not be credited toward the student’s graduation requirements, nor are they calculated into the Regent GPA. Unless approved by the Headmaster and Academic Advisor, students will not receive credit for the course toward graduation requirements if the course is available to Regent students. Students who desire to take a concurrent course for college credit should submit outside transcripts directly to their future college/university. In order to be dismissed for concurrent enrollment, students will be asked to submit a concurrent enrollment form to the Guidance Counselor.

College Counseling

The college search and admission process begins in the freshman year. Students are urged to take an active role in preparing for, investigating, and applying to the colleges of their choice. Yearly class meetings are held with each grade, beginning freshman year. The College and Academic Advisor will convene such meetings. Individual student-counselor conferences are held as needed for Class 9 and 10 students and are held two times per year for Classes 11 and 12.

The student’s role in this process is to maintain good grades, prepare for standardized tests, and develop meaningful, extracurricular activities. It is important for the student to be aware of deadlines, particularly for ACT/SAT testing, as well as college and scholarship application deadlines.

Beginning in 11th grade, students are encouraged to visit prospective colleges during the school year. Absences will be treated as stated in the policy. Regent will work to accommodate these important visits.

Co-Curricular Eligibility Policy

A student with an average of less than 70% in more than one academic subject at the end of the quarter will be placed on academic probation. In order to participate in school-sponsored extracurricular activities, students must have an average of 70% or above in all their core courses during the preceding quarter.

Students may not participate in after-school or evening activities if they are not present for **three** class periods on the day of the event.

STUDENT ACTIVITIES

Service Hour Requirements

Regent does not require a specific number of service hours in order to graduate; however, the school highly encourages students to serve others with pure and unselfish motives, out of a love for Christ and in response to His command that Christians minister to those less fortunate (Matthew 20:28).

Beta Club is Regent's scholastic and service organization and provides students with opportunities to serve both the Regent community and the greater Tulsa community. Requirements for membership are a 3.25 GPA and 6 service hours per semester.

There are many other venues for service throughout the Tulsa community (churches, hospitals, schools), and students are encouraged to make service a priority while they are in their youth (1 Timothy 5:12), so that a lifelong habit of service will be instilled in them.

Students should keep a record of all service hours performed over the course of four years. This information will be valuable for their college applications.

The school continues to add to the number of organizations and activities in which students may involve themselves. Students are asked to give their full effort to those they choose to be involved in and to be cautious not to over-extend themselves by choosing too many activities.

SPORTSMANSHIP

Please read these principles of sportsmanship with your child. Whether as players or spectators, Regent students, staff, and parents are expected to display spirit, loyalty, and good sportsmanship at all times. We want other teams to see Christ through our respect, courtesy, kindness, goodness, joy and self-control. Good sportsmanship means that players and fans:

- Encourage teammates.
- Never argue with the teacher or coach.
- Keep a positive attitude. Never hiss at, boo, or make disparaging remarks about the opposing players, coaches, or fans. Similarly, never hiss at, boo, or vocally criticize the referees.
- Play hard, making every effort to win, but never play outside the rules.
- Never attempt to injure opponents.
- Acknowledge good play, whether by teammates or opponents.
- Never boast in winning, nor make excuses in losing.
- Accept responsibility for mistakes.

PRIORITIZING EXTRACURRICULAR ACTIVITIES

Students may find themselves involved in a number of activities while trying to balance their academic responsibilities. The following policy is designed to help students prioritize those activities appropriately. Faculty is also asked to adhere to this policy to assist students in their decisions about various school activities when there are conflicts in the schedule.

EXTRACURRICULAR ACTIVITIES AND SCHEDULE CONFLICTS

Practice and Events: Students participating in any activity are expected to attend practices. Each responsible teacher, sponsor, or coach will have specific guidelines and penalties established for attendance. These guidelines will be in writing and will be communicated to the students and parent(s).

- As a general rule, practices or events will not be scheduled on Wednesday nights, or Sundays. Any deviation from this schedule must be cleared with the respective principal and, if sports, the athletic director at least one week in advance.
- As a general rule, a student who is absent from school for more than ½ day should not practice or participate in an event. Any deviation from this rule must be cleared with the respective principal and athletic director.
- It is the student's responsibility to notify a sponsor or coach if he/she is unable to attend a practice or event. Notification should always be given as soon as the student learns he or she cannot attend. It is not considerate to be absent from an event or practice without prior notification.

Participation Conflicts: In case of conflicts with other school activities, responsible teachers, coaches, or sponsors will meet to resolve the conflict based on the following criteria:

- Student must notify each teacher, coach, or sponsor promptly when a conflict of schedule first occurs.
- In case of two competitions deemed of equal status, the student will be able to make a choice regarding his/her participation. Example: basketball game the same night as a debate contest, drama practice conflicting with an athletic practice.
- In cases where the student is choosing between competitions, the other sponsor or coach not chosen cannot assign a penalty or consequence for the student's lack of participation. The sponsor or coach not chosen will deal with the situation and the student in a professional manner.
- State, division, conference, or playoff events take precedence over regular practice or competition. Example: basketball playoff game takes precedence over choir practice.
- Actual tryouts supersede practice. Example: tryouts for the school play supersede basketball practice.
- A fine arts technical rehearsal takes precedence over an athletic practice. Example: a dress rehearsal for a play takes precedence over a regular athletic practice for a regular season game.
- Conflicts with events that are not part of the Regent curriculum will not have precedence over Regent-sponsored events.

Students will not be placed in a position of rushing from one activity to the other in a limited window of time. This situation promotes unsafe driving.

Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also the interests of others, Philippians 2:3-4.

FINANCIAL INFORMATION

TUITION SCHEDULE

Because of financial commitments that the School must keep, including the hiring of teachers, the School must require each student's family to commit financially in April of the current school year for the coming school year. To ensure a place in the following school year, a contract must be signed at re-enrollment time in January by the financially responsible party. A \$300 non-refundable deposit for each child is due with re-enrollment forms on January 31. The remaining tuition balance may be paid in four equal payments, the first due on or before April 1; remaining payments are due on or before June 1, August 1, and October 1. Each family that commits by making the first payment in April will be responsible for the full tuition of their child during the following school year. Occasionally, the Board authorizes alternate payment plans under special conditions. A letter may be submitted to the Board requesting special consideration. No refunds will be given. Tuition for the next year may be paid in four equal payments.

Tuition does not cover all costs that may be incurred by the family. Examples of additional costs are transportation to and from school, lunches, uniforms, various student activities, special field trips, and other miscellaneous expenses.

TUITION ASSISTANCE / SCHOLARSHIPS

Regent will extend tuition assistance to deserving students. The School offers partial scholarships to students in good standing who can demonstrate financial need. Each year financial need must be demonstrated, and the student's conduct and academic performance must remain in good standing. Families requiring tuition aid may apply on-line to Facts Grant and Aid Assessment Service (factstuitionaid.com) in January for the following school year. Facts Grant and Aid suggests the scholarship amount to be awarded to each family. The Board of Directors typically awards tuition assistance in March.

MEDICAL EXPENSES

Medical expenses incurred by a student while at Regent are the responsibility of the student's parents or legal guardian.

ANNUAL ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. Regent has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the Headmaster's office.

Regent Preparatory School is required to annually notify all parents, teachers, and other employees by posting this notice. Recent inspections indicated no asbestos present in our current facilities.

ADDENDUM

This book is not an exhaustive set of guidelines. It is general in nature and discretion will be used in determining if the intent of the guidelines has or has not been observed.